Procedures for completing invoice/credit note request spreadsheet

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How to complete a spreadsheet request

There are two different spreadsheet templates dependent on the type of transaction you wish to request:

- **Credit notes: CREDIT Template Structure.xls**
- **Invoices: INVOICE Template Structure.xls**

The templates are available on request from the Cashiers Office:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Debtor number	Student name	Student number	Template INVOICE or CREDIT	Object type	Course/ Module Code	Amount	Agresso project	PO number or Ref	FAO	Narrative	Allocate to	Credit Note Reason code	Credit note reason

A. Debtor Number – This is the code of the person/sponsor who will be responsible for paying the invoice. If it is the student it will be their student number if a sponsor is paying you can find the correct code on SAMIS screen **SPO** (if the sponsor doesn't exist in SAMIS email the details to the Cashier's Office and they will set up a new debtor code)

B. Student Name – This field is not mandatory and can be left blank if not required, please do not use **','**

C. Student Number – If you don't know the student number this can be found on the SAMIS **STU** screen using the student's name (NB. it is very important that you check that the student has a fee status or income will not be posted correctly).

D. Template code – This will be either **INVOICE** or **CREDIT** depending on whether you want to raise an Invoice or a Credit Note

E. Object Type – Choose the object type from the list on the tab on the spreadsheet. Enter the code for the type of invoice/credit note that you want to raise e.g. MAT – Course Materials (the tab gives a list of the options available to invoice for, the correct code to use and the account code that the transaction will be posted to)

F. Course/Module Code – For course or module or CPD invoices only otherwise please else leave blank. Enter the course or module code that you want to raise the invoice/credit note for

G. Amount – The net amount you want to invoice or credit note. **NO** '£' signs or **','** needed and no decimal points for whole amounts

H. Agresso project – enter the Agresso project that you want the transaction to be posted to

I. PO or Ref number – enter purchase order or reference number if required otherwise please leave blank

J. **FAO** Enter the person the invoice or credit should be sent ‘for the attention of’ if applicable.

K. **Narrative** Enter the narrative that you want to show on the invoice/credit note. The student number and name will automatically be displayed if a student number is provided
For courses and modules the name will automatically be displayed

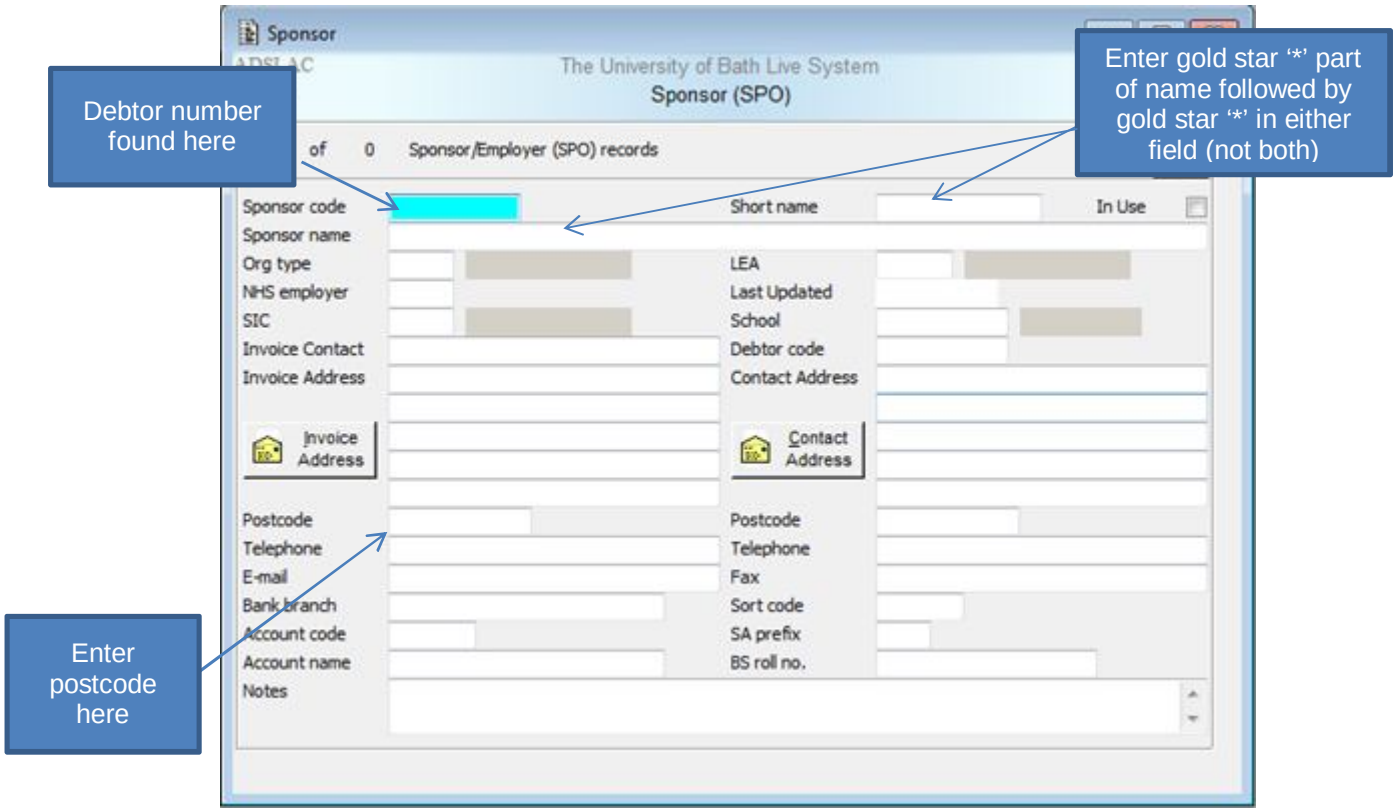
L. **Allocate to -** the invoice to clear/reduce if entering a credit note or pre-payment to apply for an invoice. If neither apply please leave blank.

M. If you are entering a credit note please enter the appropriate credit note reason code, from the credit note reason tab

N. If you have selected OTH as the credit note reason code please enter a brief summary of the reason for the credit

Looking up sponsor codes in SAMIS

1. Open SAMIS screen **SPO**



2. In '**Short name**' field enter gold star ***** (from the number key pad) part of the sponsor's name followed by gold star***** or alternatively enter the sponsor's name in the 'Sponsor name' field, using the gold star***** as above

3. Or, if you know the postcode enter the postcode in '**postcode**' field

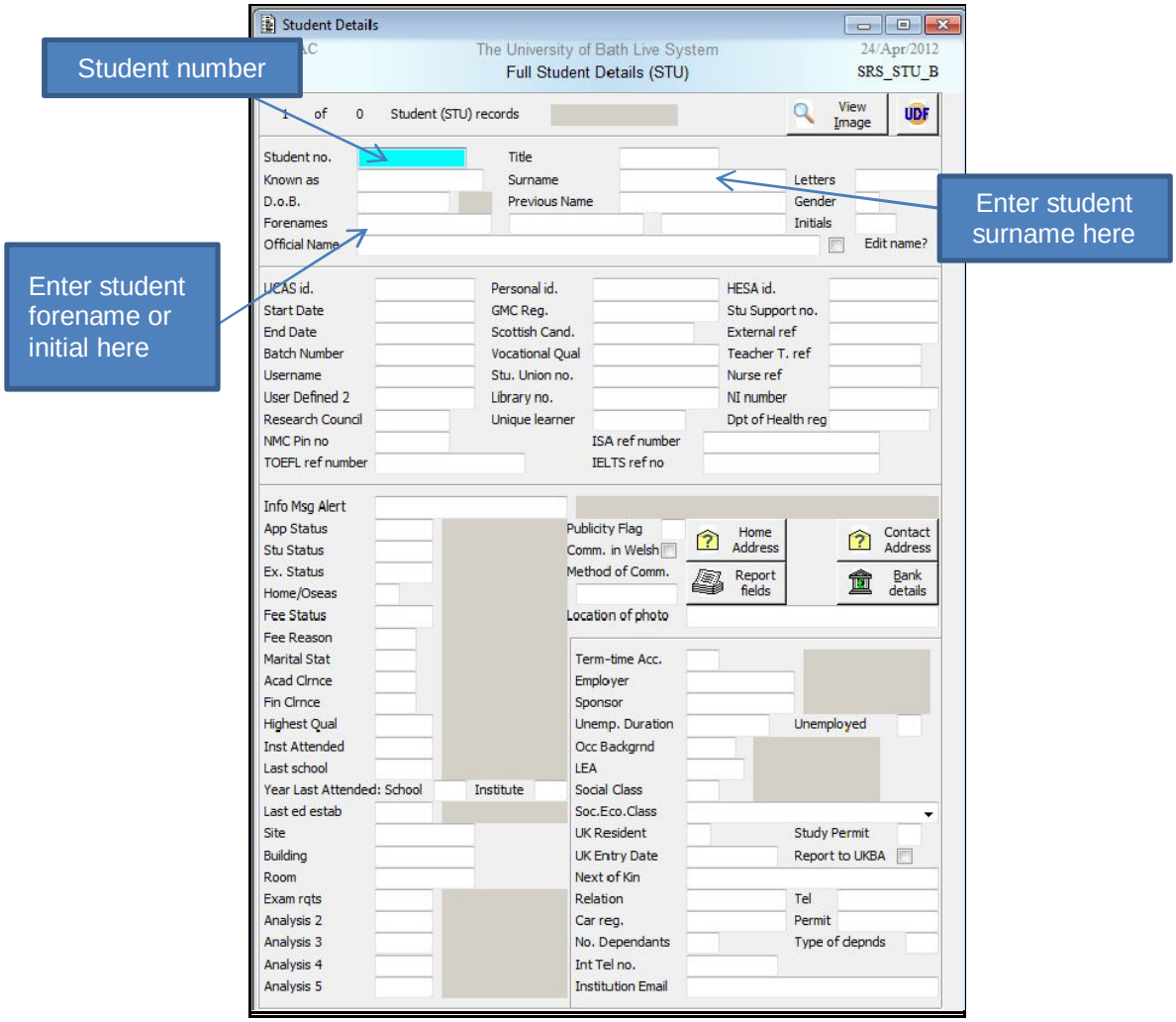
4. Retrieve (F5)

5. If more than one sponsor comes up use page up/down keys to find the sponsor that you want

6. Sponsor/debtor code is the first field on the top left-hand side

How to look up a student number

1. Open SAMIS screen **STU**



2. Enter student's family name and forename (or initial with a 'gold star' ***** from the number keypad if that is all you have)

3. Retrieve (F5)

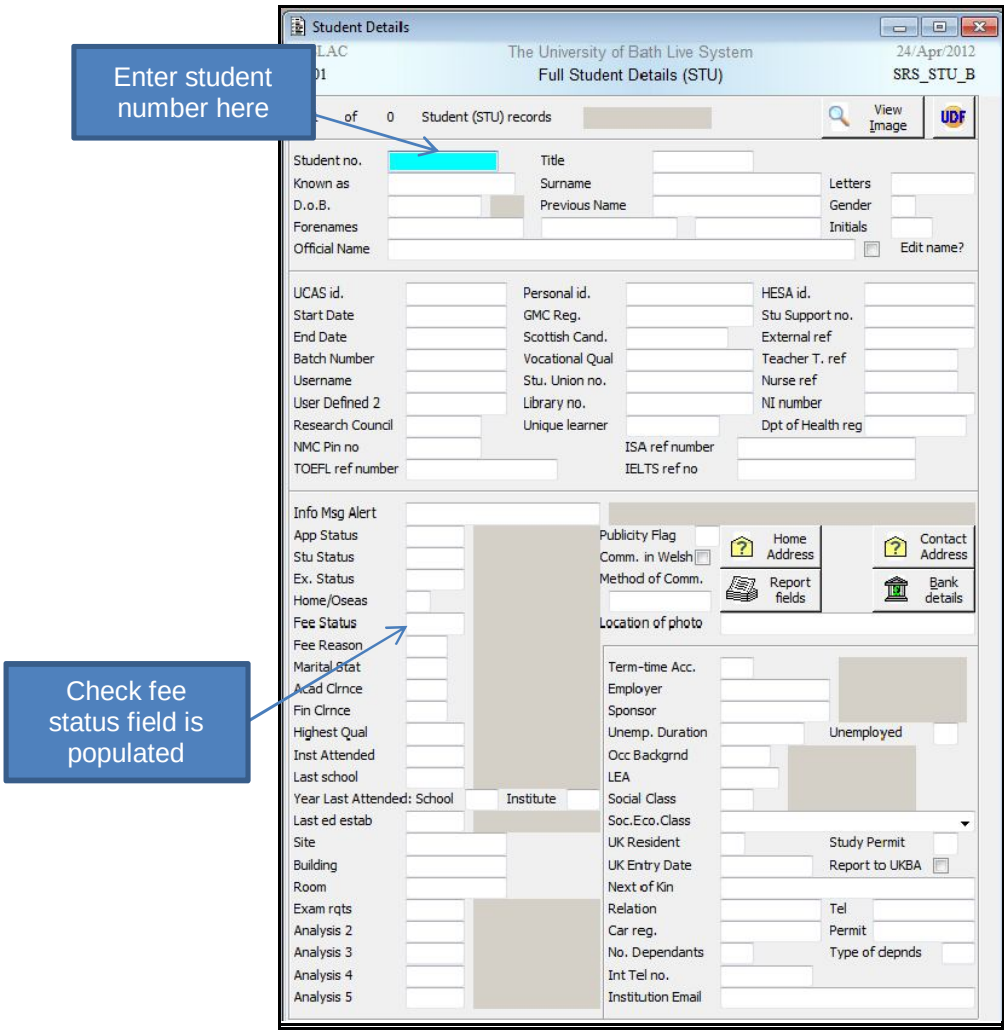
4. If you get more than one record scroll through the records using the up and down arrows on the right hand-side of the **STU** screen

5. Once you find the correct student retrieve (F5) again and you will then have only the record that you want

6. The student number is in the first field on the top left-hand side of the screen

How to check a student has a 'fee status'

1. Open SAMIS screen **STU**



2. Enter student number in correct field

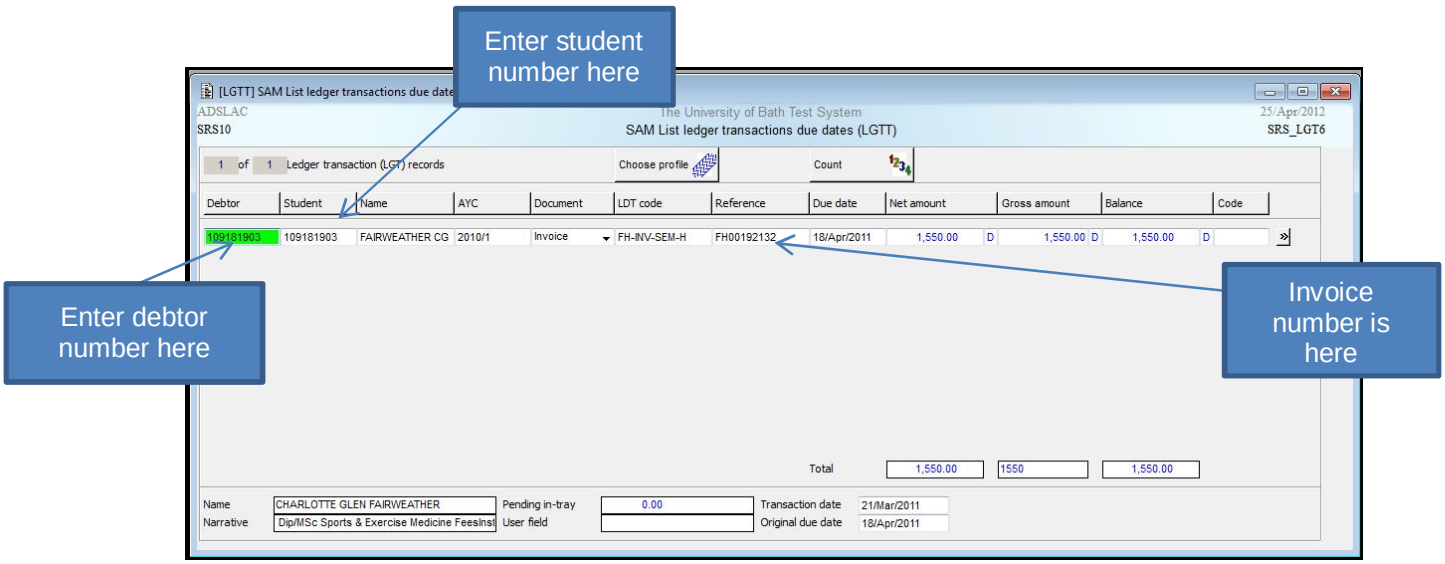
3. Retrieve student record F5

4. Look at the '**fee status**' field it should be populated with either
   - 'H' – home student
   - 'E' – EU student
   - 'I' - Island student
   - 'O' – overseas/international student

5. If the field is empty it is very important that this is corrected otherwise income is not posted to the correct account codes

How to find an invoice number to use as a reference for a credit note

1. Open SAMIS screen **LGTT**

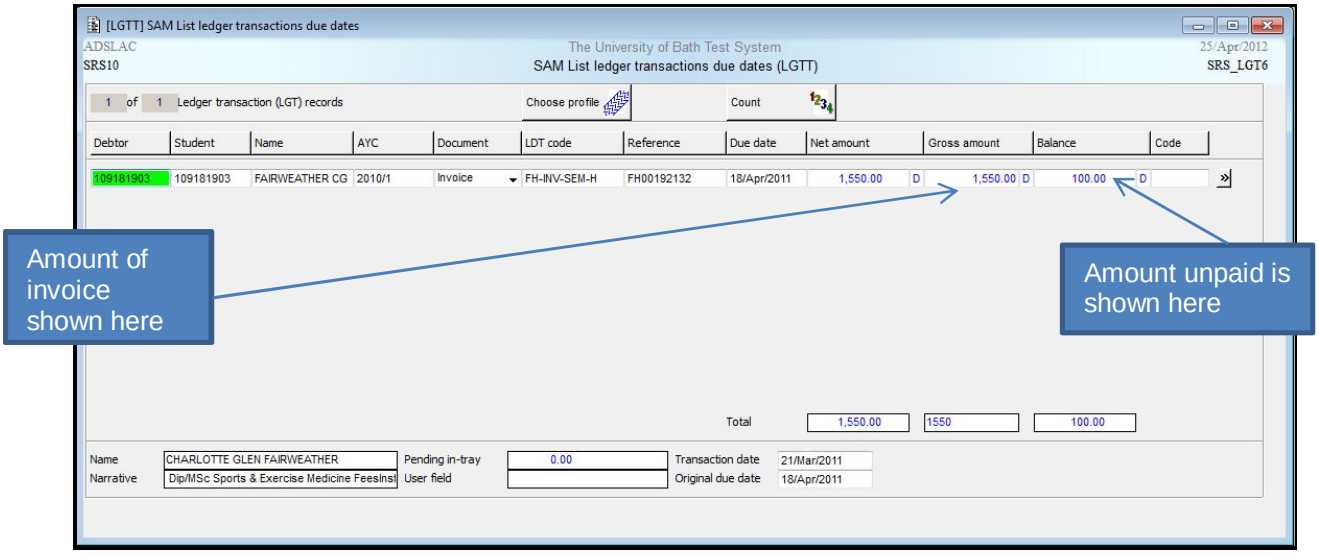


2. Enter either a debtor number or student number in the correct field and retrieve (F5)

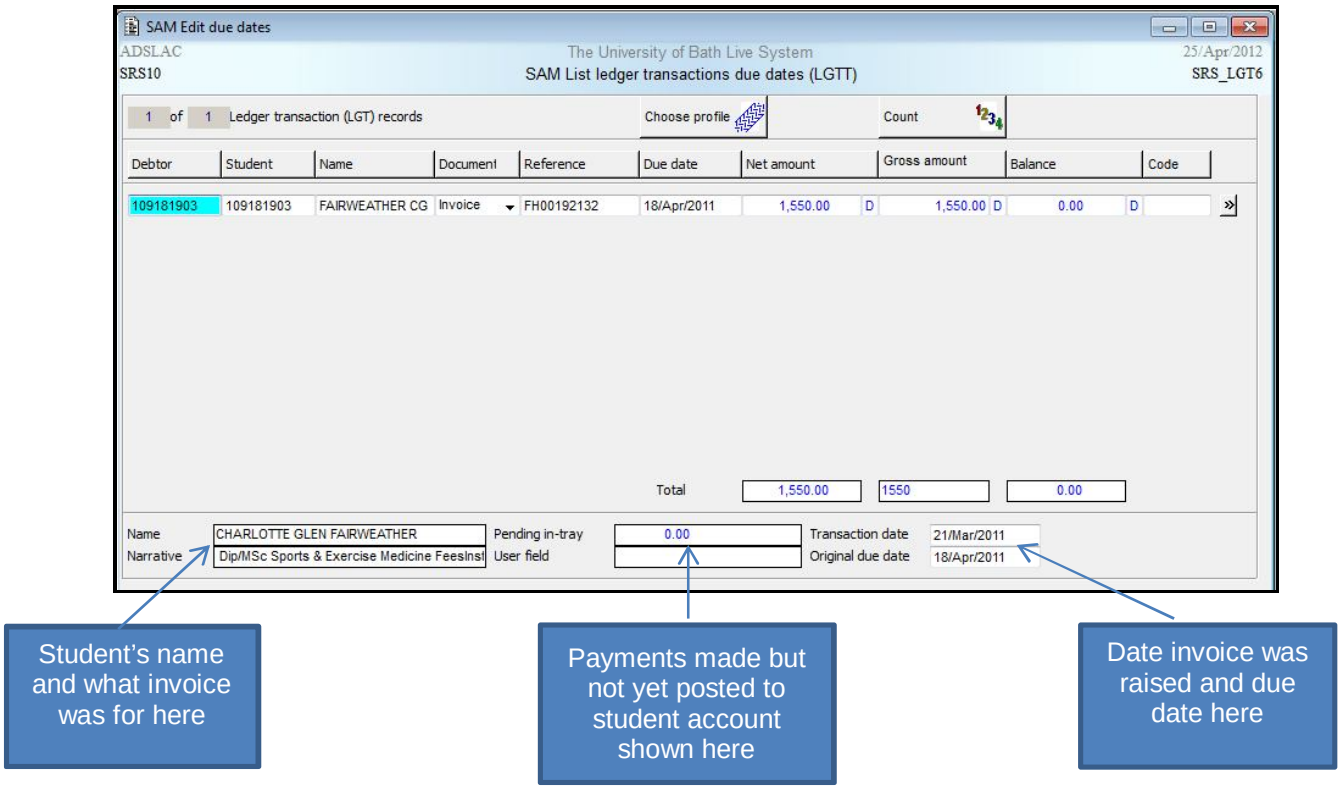
3. Invoice amounts are shown in blue. The invoice number will be in the field headed '**Reference**'

4. The amount of the invoice is in the '**Net amount'** field

5. If the invoice has been paid (or partially paid) the amount unpaid will show in the '**Balance**' field



6. The fields at the bottom of the screen will give you general bits of information about the invoice
    - Name
    - Narrative (what the invoice is for)
    - Transaction date
    - Due date
    - Pending in-tray field will show if any payments have been made but not yet posted to the students account



Student's name and what invoice was for here

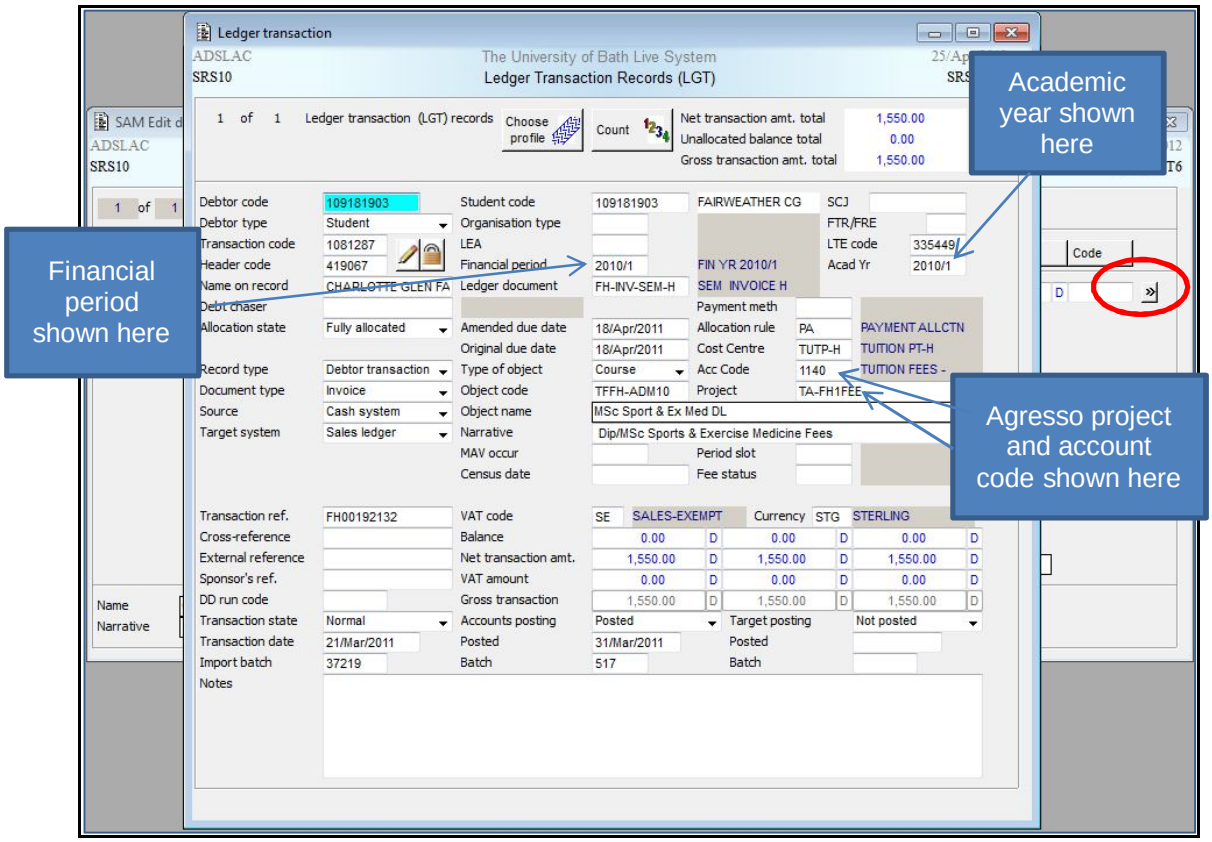
Payments made but not yet posted to student account shown here

Date invoice was raised and due date here

7. If more than one transaction is showing use the arrows on the right of the screen or 'page up' and 'page down' to scroll up and down until you find the invoice that you want.

8. When the invoice you want is highlighted hit retrieve (F5)

9. For more information on the particular invoice click on the arrow to the right of the screen on the highlighted invoice. This will open screen **LGT**

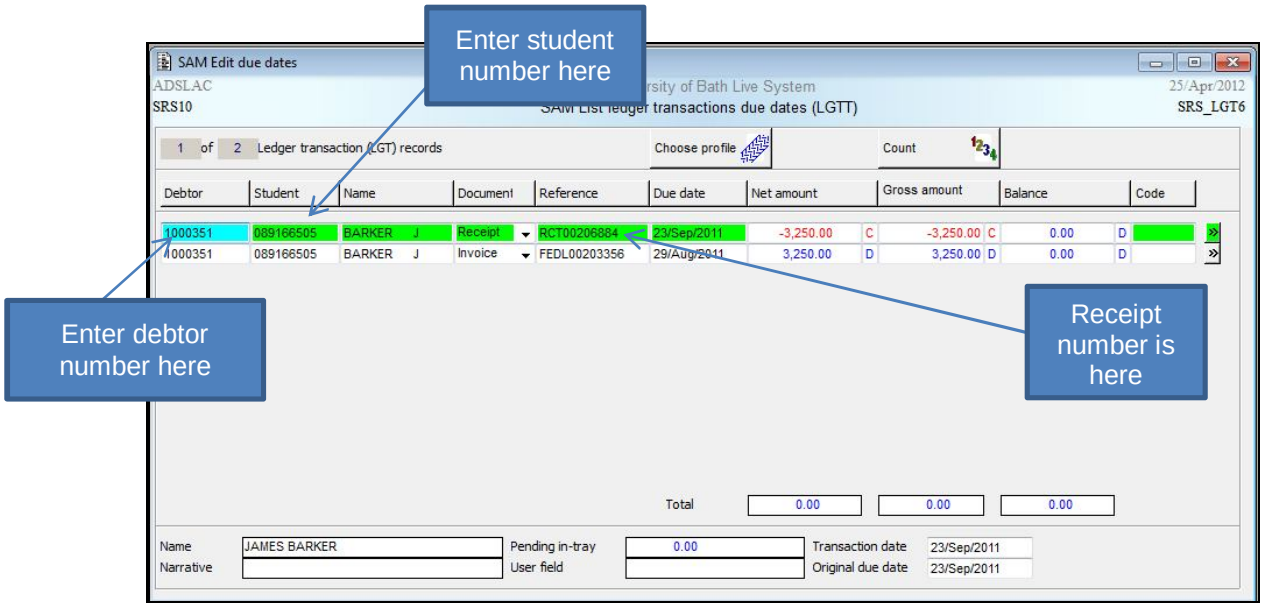


10. The **LGT** screen will show you all the same bits of information that the **LGTT** screen did such as:
    - Student name
    - Student number
    - Amount

    It will also show other key pieces of information such as:
    - Which Agresso project and account code the invoice was raised against
    - The academic year the invoice relates to
    - The financial period the invoice was raised in

How to find an receipt number to use as a reference for an invoice pre-payment

1. Open SAMIS screen **LGTT**

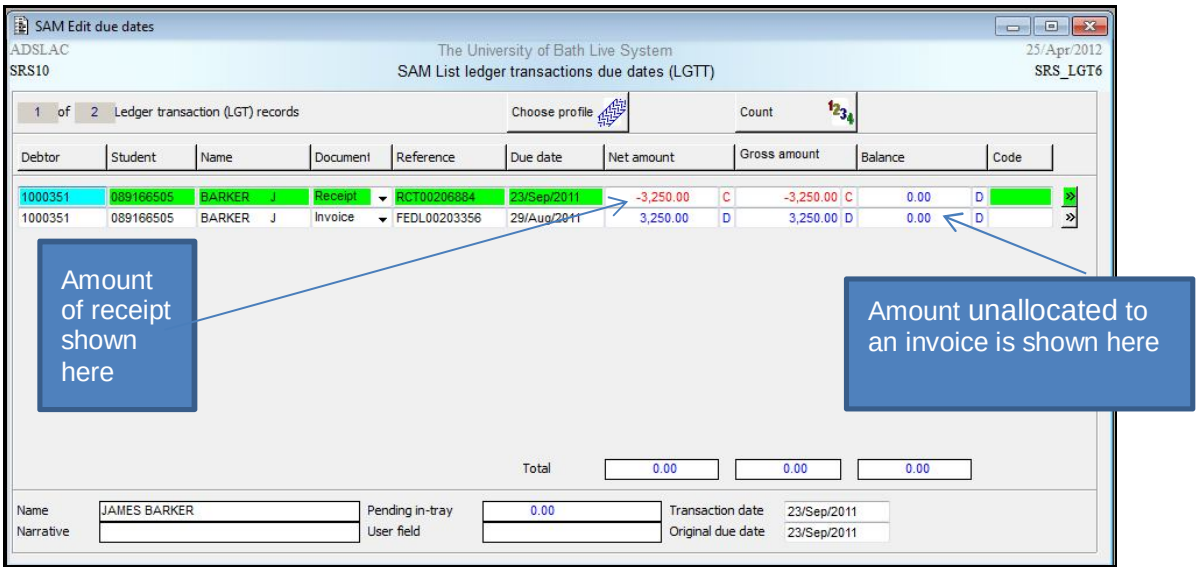


2. Enter either a debtor number or student number in the correct field and retrieve (F5)

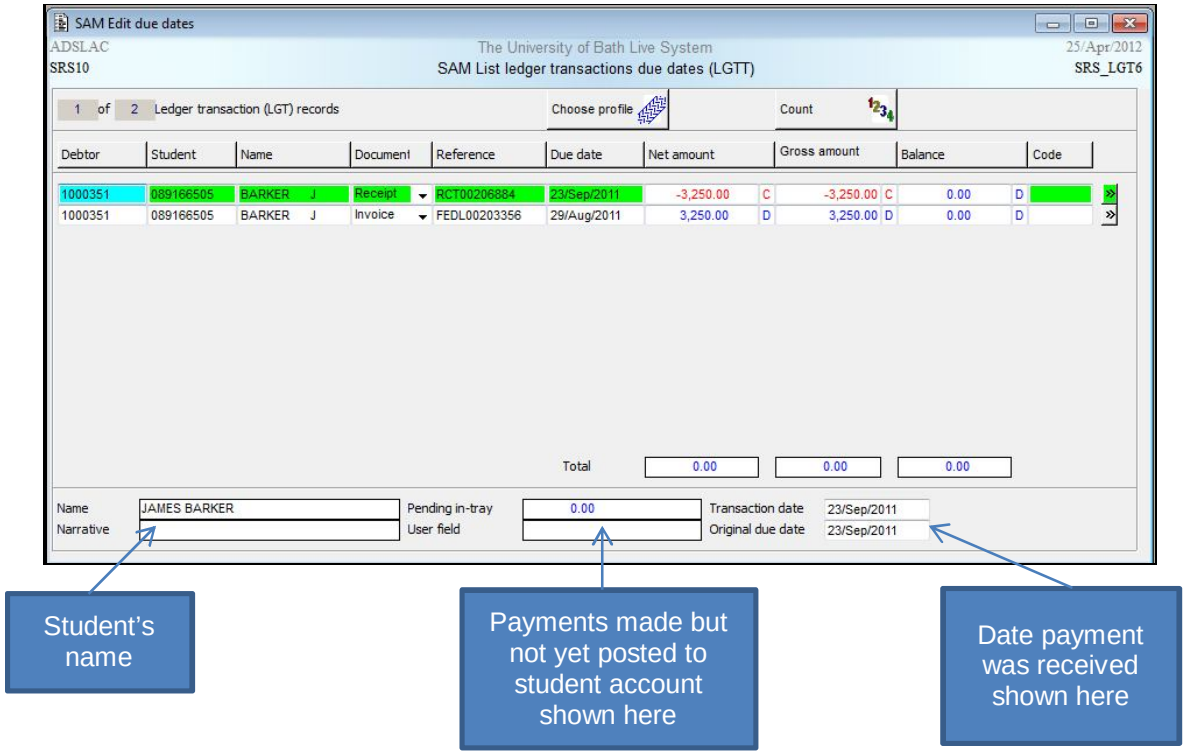
3. Receipt amounts are shown in red. The receipt number will be in the field headed '**Reference'**

4. The amount of the receipt is in the '**Net amount'** field

5. If an invoice has been paid (or partially paid) the amount unallocated will show in the '**Balance**' field



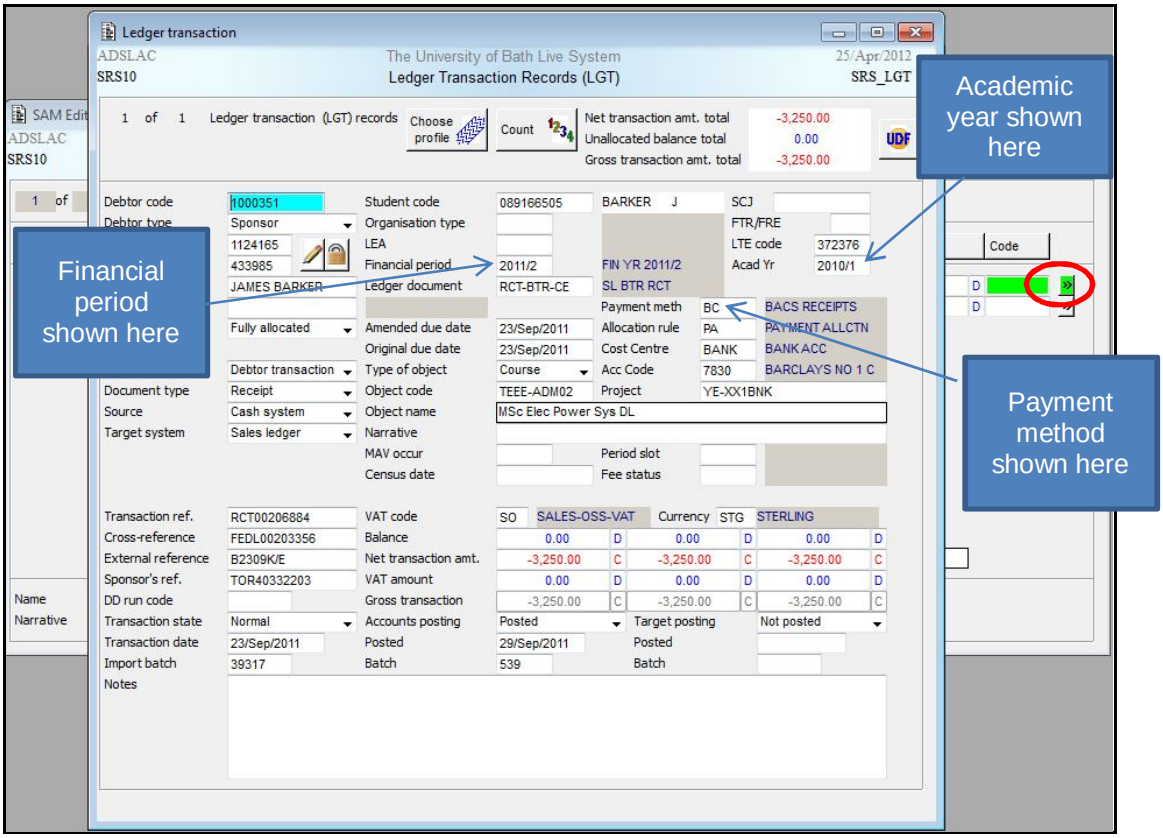
6. The fields at the bottom of the screen will give you general bits of information about the invoice
    - Name
    - Transaction date
    - Due date
    - Pending in-tray field will show if any payments have been made but not yet posted to the students account



7. If more than one transaction is showing use the arrows on the right of the screen or 'page up' and 'page down' to scroll up and down until you find the invoice that you want.

8. When the receipt you want is highlighted hit retrieve (F5)

9. For more information on the particular receipt click on the arrow to the right of the screen on the highlighted invoice. This will open screen **LGT**

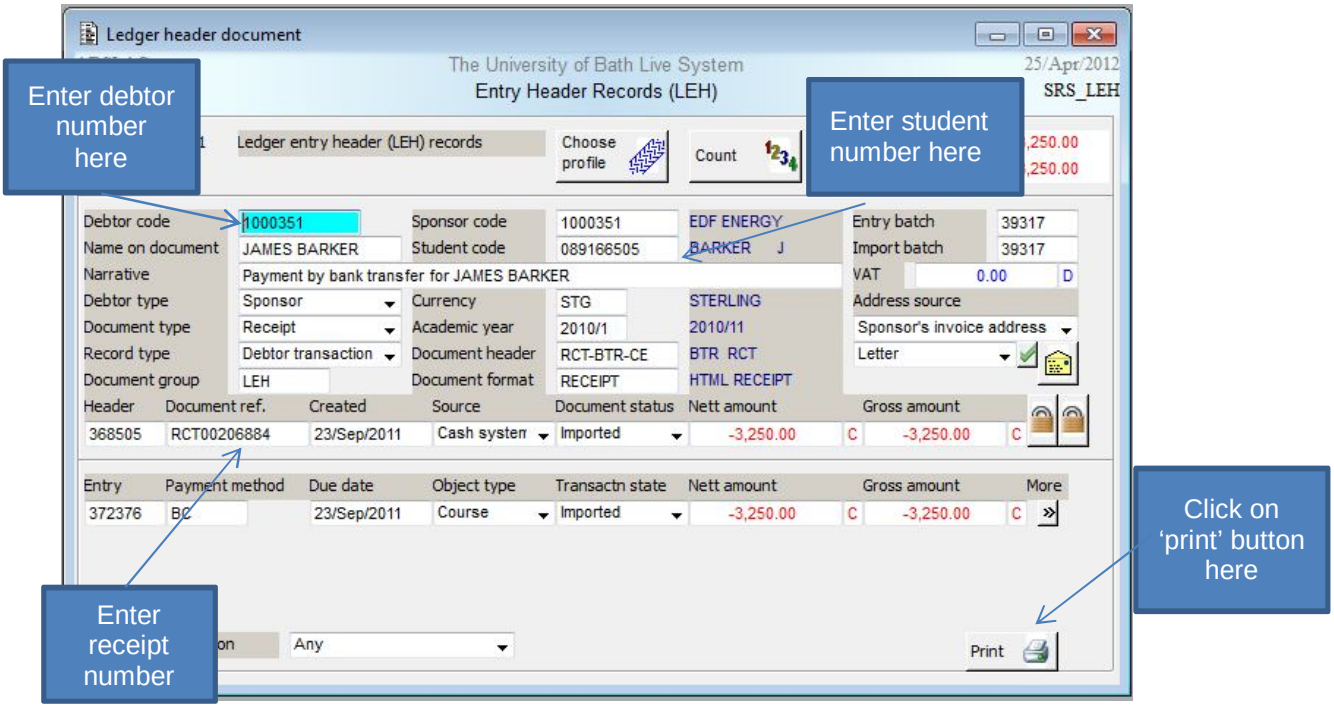


10. The **LGT** screen will show you all the same bits of information that the **LGTT** screen did such as:
    - Student name
    - Student number
    - Amount of receipt
    - Receipt reference

    It will also show other key pieces of information such as:
    - The academic year the receipt relates to
    - The financial period the receipt was received
    - What payment method was used

How to email a receipt

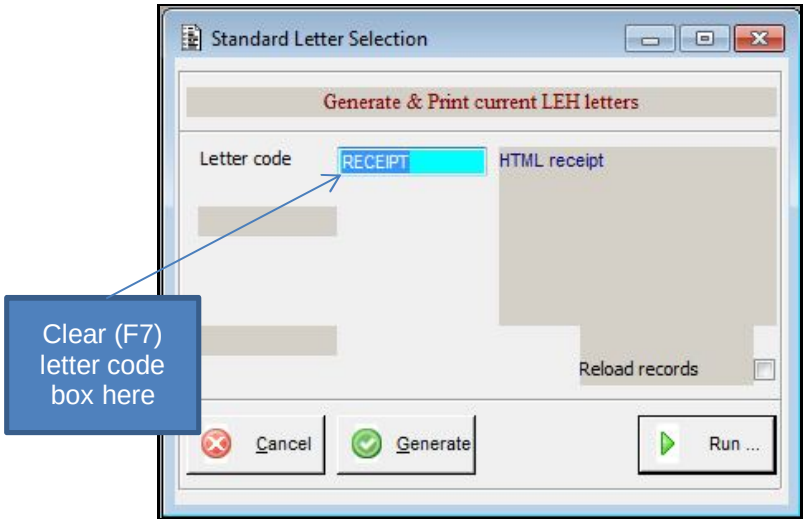
1. Open SAMIS screen **LEH**


Ledger header document
The University of Bath Live System
Entry Header Records (LEH)
25/Apr/2012
SRS_LEH
Enter debtor number here
Enter student number here
Ledger entry header (LEH) records
Choose profile
Count
Debtor code 1000351
Sponsor code 1000351 EDF ENERGY
Entry batch 39317
Name on document JAMES BARKER
Student code 089166505 BARKER J
Import batch 39317
Narrative Payment by bank transfer for JAMES BARKER
VAT 0.00 D
Debtor type Sponsor
Currency STG STERLING
Address source
Document type Receipt
Academic year 2010/1 2010/11
Sponsor's invoice address
Record type Debtor transaction
Document header RCT-BTR-CE BTR RCT
Letter
Document group LEH
Document format RECEIPT HTML RECEIPT
Header Document ref. Created Source Document status Nett amount Gross amount
368505 RCT00206884 23/Sep/2011 Cash systen Imported -3,250.00 C -3,250.00 C
Entry Payment method Due date Object type Transactn state Nett amount Gross amount More
372376 BC 23/Sep/2011 Course Imported -3,250.00 C -3,250.00 C
Enter receipt number
Any
Print
Click on 'print' button here

2. Either enter student/debtor or receipt number, if you have it, in the relevant field and retrieve (F5)

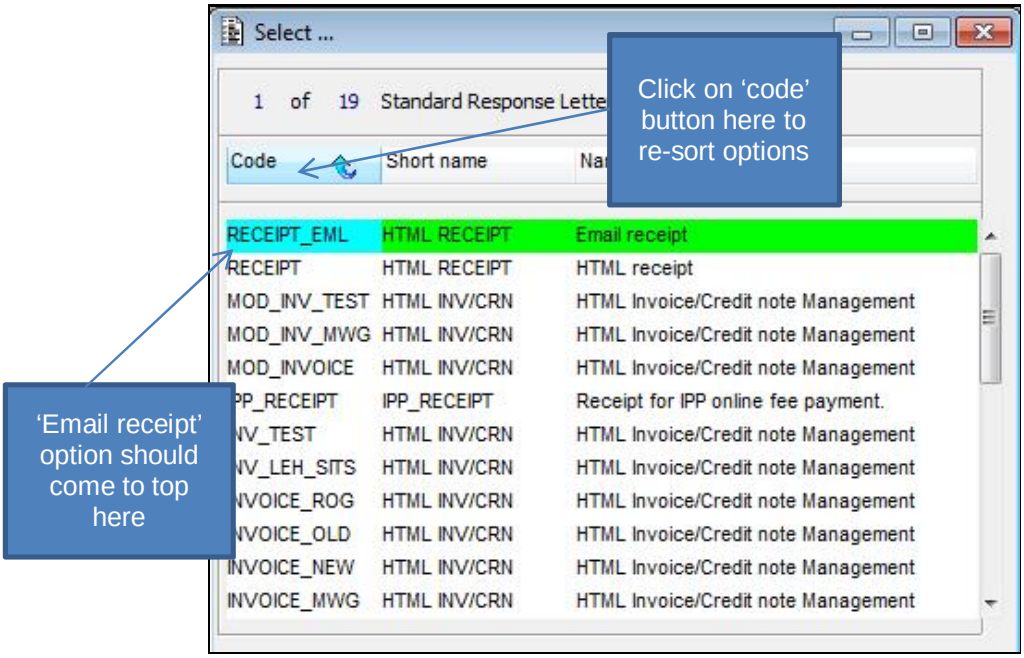
3. If you use the debtor or student number you may retrieve more than one record. Use the arrow to the right of the screen or the 'page up' 'page down' keys to find the receipt that you want and retrieve (F5)

4. Click on the button marked '**print**' a new box will appear



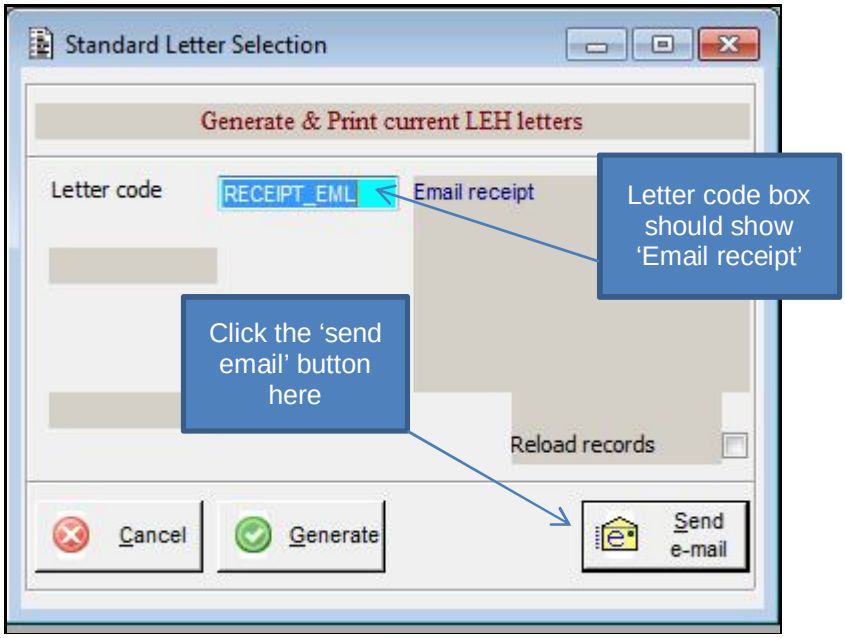
5. Clear (F7) the '**letter code'** box that says '**receipt**' and double click. A new box will appear.

6. Click on the button marked '**code**' and the text list will re-sort so that the '**Email receipt**' option is at the top

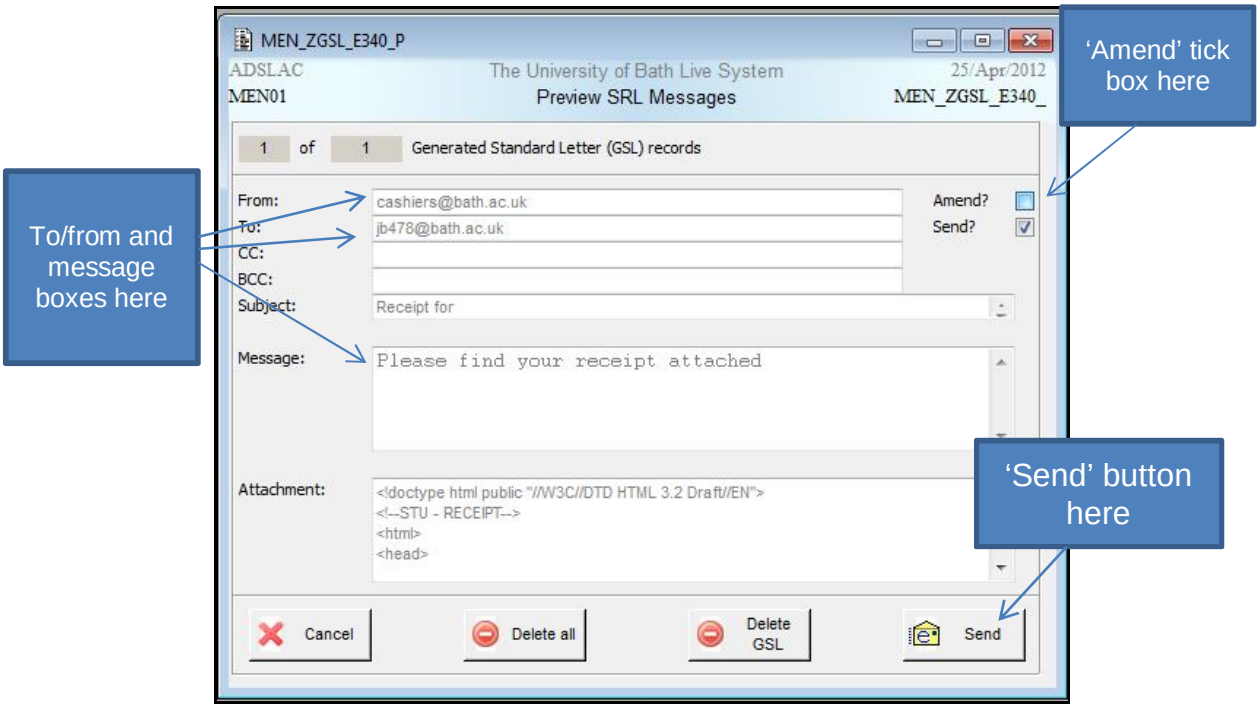

Select ...
1 of 19 Standard Response Lette
Code
Short name
Click on 'code' button here to re-sort options
RECEIPT_EML HTML RECEIPT Email receipt
RECEIPT HTML RECEIPT HTML receipt
MOD_INV_TEST HTML INV/CRN HTML Invoice/Credit note Management
MOD_INV_MWG HTML INV/CRN HTML Invoice/Credit note Management
MOD_INVOICE HTML INV/CRN HTML Invoice/Credit note Management
IPP_RECEIPT IPP_RECEIPT Receipt for IPP online fee payment.
HTML INV/CRN HTML Invoice/Credit note Management
HTML INV/CRN HTML Invoice/Credit note Management
HTML INV/CRN HTML Invoice/Credit note Management
HTML INV/CRN HTML Invoice/Credit note Management
HTML INV/CRN HTML Invoice/Credit note Management
HTML INV/CRN HTML Invoice/Credit note Management
'Email receipt' option should come to top here

7. Make sure that '**email receipt'** option is highlighted and double click '**letter code'** box will be populated with '**Email receipt'** option

8. Click on the button that says '**send email'**



9. A new box will appear

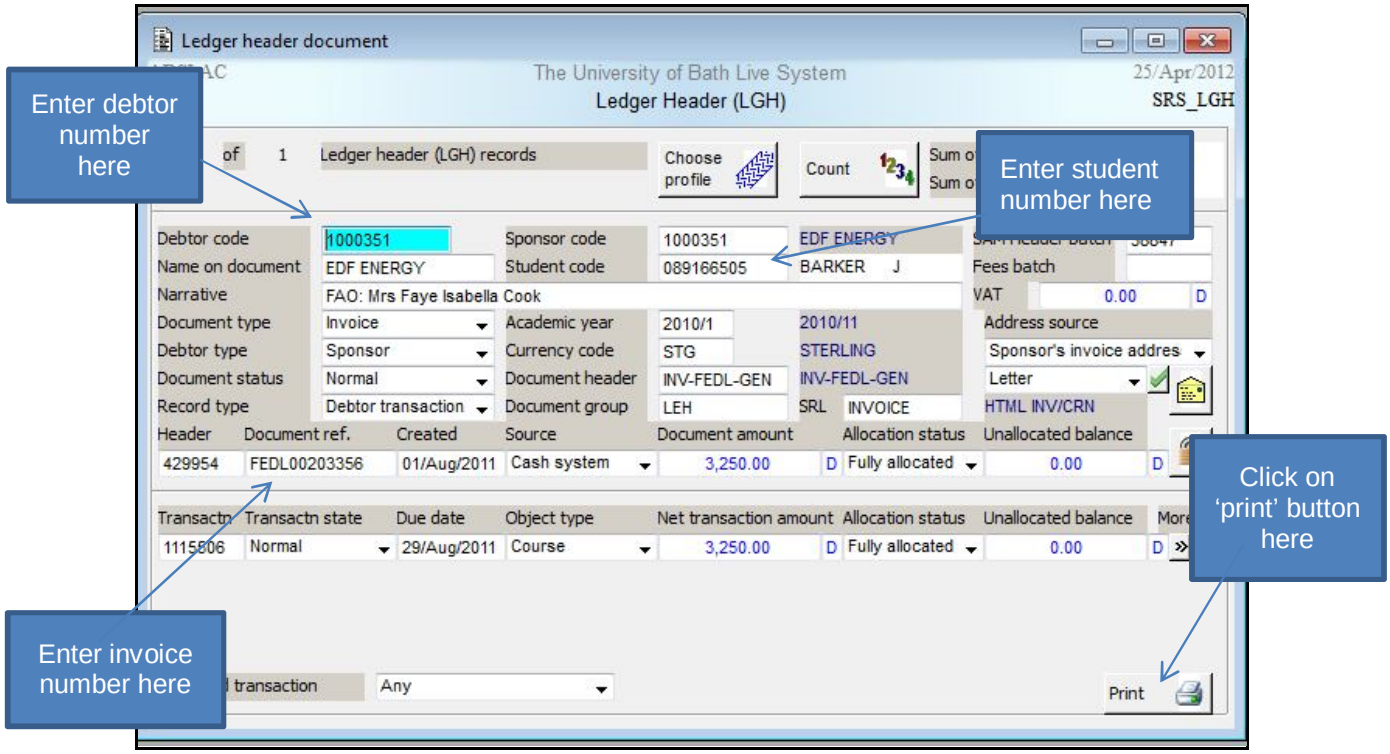


10. Click on the '**send**' button and the email receipt will be sent to the email address shown

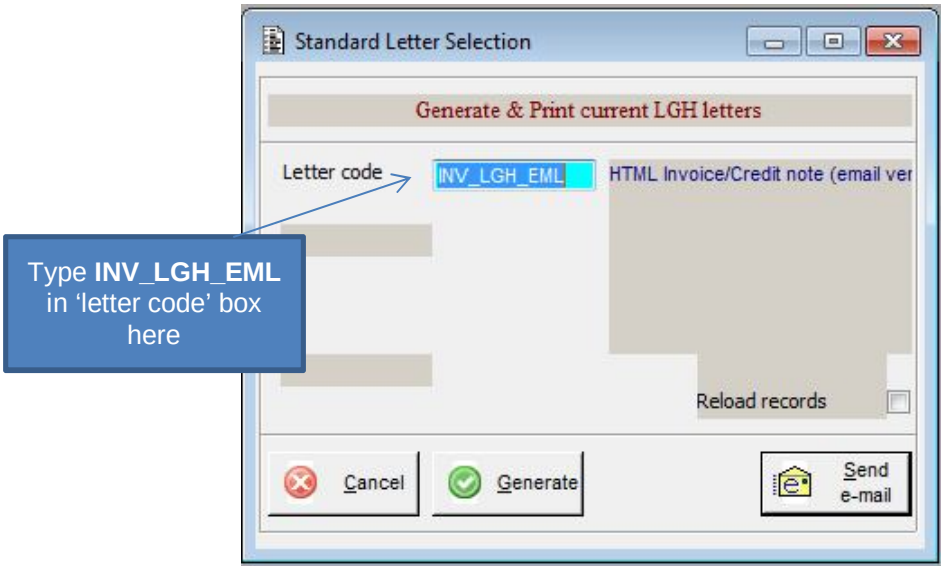
11. If you want to change the 'to or from' email address or add to the message click the box marked '**amend**'. Make your changes and click '**send**'

How to email an invoice or credit note

1. Open SAMIS screen **LGH**

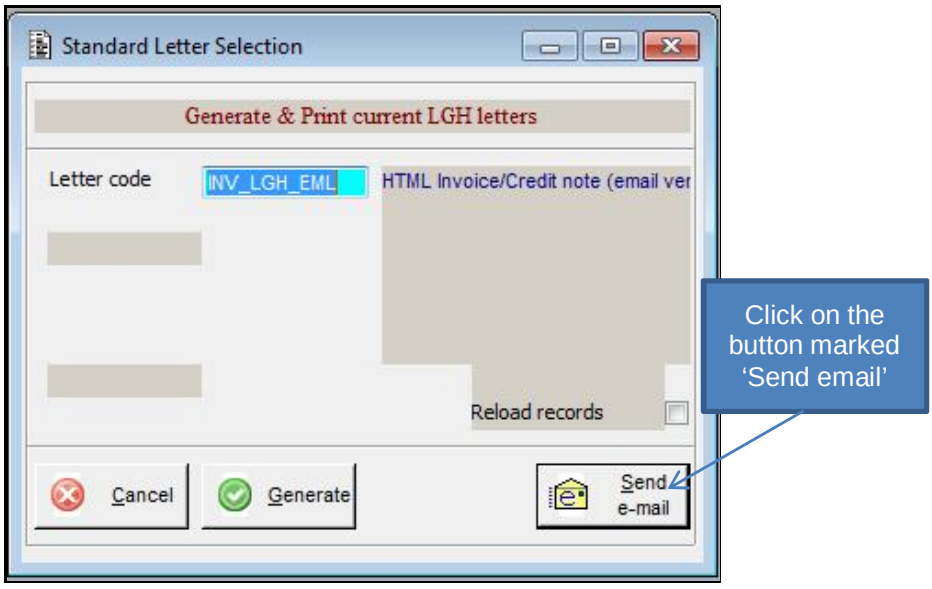


2. Either enter student/debtor or invoice/credit note number, if you have it, in the relevant field and retrieve (F5)
3. If you use the debtor or student number you may retrieve more than one record. Use the arrow to the right of the screen or the 'page up' 'page down' keys to find the receipt that you want and retrieve (F5)
4. Click on the button marked '**print**' a new box will appear

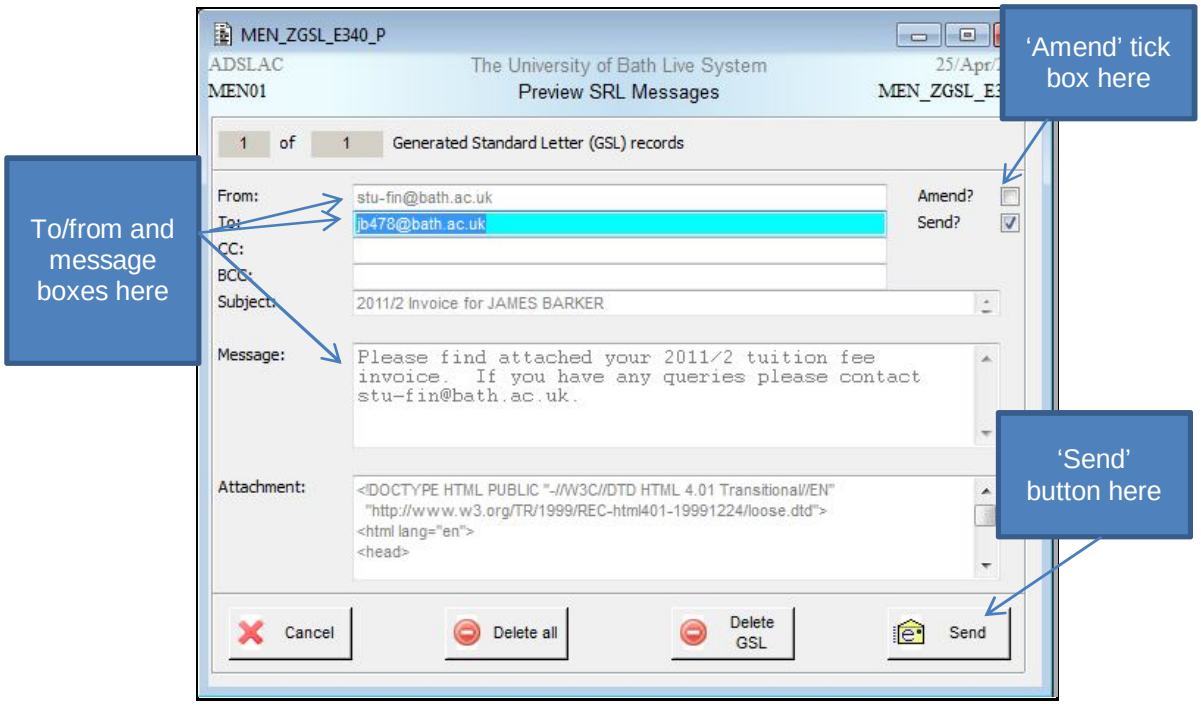


5. Type **INV_LGH_EML** the 'letter code' box

6. Click on the button marked ‘Send email’



7. A new box will appear



8. Click on the ‘**send**’ button and the email invoice/credit note will be sent to the email address shown

9. If you want to change the ‘to or from’ email address or add to the message click the box marked ‘**amend**’. Make your changes and click ‘**send**’

List of 'object types'

Choose from list and enter code on spreadsheet depending on what you want to raise an invoice or credit note for

Administration fees	**ADM**		1685
Application fees	**APP**		1691
Beds@Bath	**RBB**		1310
Bursary	**BUR**		4183
Camp beds hire	**BED**		1356
Car park clamping income	**CLM**		1615
Charges to students	**CTS**		1690
Consumables	**CSM**		1657
Course materials	**MAT**		1657
Course tuition fees	**CRS**	Use Course code with this object type	1140/1141/1154
CPD tuition fees	**CPD**	Use Module code with this object type	1142/1143
Debtors returned cheques	**DRC**		7701
Distance learning residential charges	**DLR**		1153
Erasmus Grant Repayment	**ERG**		1625
Examination Fees	**EXM**		1690
Hardship/ALF loans to students (repaymt)	**RSL**		4710
Library fines	**LIB**		1680
Library replacement books	**LRB**		1680
Miscellaneous hire	**HIR**		1653
Module tuition fees	**MOD**	Use Module code with this object type	1140/1141/1154
Nursery fees	**NFE**		1700
Nursery lunches	**NLU**		1704
Other services rendered	**OSR**		1420
Other student related income	**SRI**		1660
Parking	**PRK**		1610
Print unit – binding (general)	**PRG**		1482
Print unit – binding (thesis)	**PRT**		1483
Printing	**PRN**		1486
Professional membership body fees	**PMB**		1140/1141
Residential fines	**ROF**		1358

Short course tuition fees (non-credit bearing)	**SCR**		1150
Sports coaching	**SPC**		1550
Sports membership income	**SMI**		1540
Sports physiology income	**SPI**		1580
Sports physiotherapy income	**SIC**		1570
Sports secondary sales	**SSS**		1560
Student lettings	**ACC**		1320
Student lettings – non-contracted income	**NSL**		1330
Student maintenance awards	**SMA**		1170
Summer vacation – non-contracted student lettings	**VSL**		1340
Telephone charges	**TEL**		1425
Catering use only	**CTG**		1376
Access Loan Repayment	**ALR**		8105
Payroll repayment	**SAL**		8157
Accommodation Holding code - VATable	**AHV**		8350
Accommodation Holding code - Outside of Scope	**AHN**		8350
Reimbursement of bursaries	**RBR**	Only for use with HD Projects	7595